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## GENERAL

To receive payment for services rendered, **all** Adult Protective Services (APS) providers **must** register as a vendor with the state of Michigan in the Statewide Integrated Governmental Management Application (SIGMA). SIGMA will assign the provider a SIGMA Vendor Code.

Additionally, all APS providers **must** be enrolled in Bridges and assigned a seven-digit provider ID number. The ID number is used when authorizing a payment to the provider in MiAIMS.

**Registration in SIGMA must occur prior to enrolling in Bridges.**

**Note:** Occasionally, APS providers will also provide home help services. HH providers are enrolled in CHAMPS. If a HH provider is also providing APS, the provider must be registered in SIGMA and enrolled in Bridges. These dual providers will have both CHAMPS and Bridges ID numbers.

### Provider Registration in SIGMA

If an APS provider needs to register in SIGMA, refer them to the website at [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS). If the provider requires additional assistance with registration, refer them to the SIGMA Vendor Customer Support Center at 888-734-9749. The provider will be required to submit a W-9, Request for Taxpayer Identification Number and Certification form.

Once the provider has successfully registered in SIGMA, they will receive a confirmation email that will include their SIGMA Vendor Code. The adult services worker **will need to** obtain the vendor code from the provider **before** submitting a request for the provider to be enrolled in Bridges.

### Provider Enrollment in Bridges

To request an APS provider enrollment in Bridges, the adult services worker must do the following:

- Complete the DHS-2351X, Bridges Provider Enrollment/Change Request. Include the provider's SIGMA vendor code and the SIGMA address ID on the form. The address ID for adult services providers is 39Y. Select Adult

Protective Services for the service type. **The vendor code must be entered in Bridges or the payment will not process.**

- Forward the completed DHS-2351X to the Provider Management Unit at [MDHHS-Provider-Management@michigan.gov](mailto:MDHHS-Provider-Management@michigan.gov). After the provider has been enrolled, Provider Management will email the seven-digit provider ID number to the adult services worker.
- Search the Bridges provider ID number in MiAIMS for payment authorizations.

The information entered in SIGMA by the provider must match the information entered in Bridges or release of payments may be impacted.

### Changes to Provider Enrollment Information

If the provider information changes and needs to be updated in Bridges, the adult services worker must complete a new DHS-2351X.